

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

September 17, 2008

**SUBJECT: EMERGENCY SCHOOL NOTIFICATION MISSING OR ABDUCTED  
CHILD ALERT FORM, FORM 09.29.00 - ACTIVATED**

**PURPOSE:** This Order activates the Emergency School Notification Missing or Abducted Child Alert Form, Form 09.29.00, and deactivates Temporary Form SNF090804. The temporary form was created on September 8, 2004, pursuant to California Education Code (CEC) 49068.6(a) - Missing children; notice; posting on school record.

The Emergency School Notification Missing or Abducted Child Alert Form, has two purposes:

1. In many cases young children in elementary schools fall victim to parental abductions, or other serious victimizations and kidnappings. When these incidents occur, many times the abductor will have to request previous school records in order to enroll the child into a new school. By having this form in front of the child's school attendance record, the school is made aware of the situation causing law enforcement authorities to be notified immediately, potentially aiding in the recovery of the child.
2. This form often involves cases where a child runs away and returns to the school without notifying the parent(s).

**PROCEDURE:** As a reminder, it is Department policy to accept all missing and child abduction reports. The California Penal Code (PC) Sections dealing with child abductions are listed as follows:

- \* Legal Definitions, 277 PC;
- \* Abduction Without Right of Custody, 278 PC;
- \* Abduction by One Parent Against the Other Parent, 278.5 PC;
- \* Prevention of Unlawful Flight and Return of an Abducted Child, 279.6 PC; and,
- \* Jurisdictional Issues, 279 PC/784.5 PC.

The procedures for using the Emergency School Notification Missing or Abducted Child Alert Form, are specifically described in CEC 49068.6(a) which reads:

"Any law enforcement agency responsible for the investigation of a missing child shall inform the school district, other local

educational agency, or private school, in which the child is enrolled, that the child is missing. The notice shall be in writing, shall include a photograph of the child if a photograph is available, and shall be given within 10 days of the child's disappearance."

The school is further required to place the notification form in front of each child's school attendance record when reported missing.

**I. INVESTIGATING OFFICER'S RESPONSIBILITY.** Officers investigating a child abduction and/or missing child investigation shall:

- \* Ensure that the missing juvenile investigation is not separated from the child abduction investigation. The Major Assault Crimes investigator shall maintain control of the entire child abduction and missing child investigation;
- \* Notify the school within **ten days** of the child's disappearance by completing the Emergency Notification Missing or Abducted Child Alert Form, and when available, attach a current photograph of the child. When time allows, the notification should be made in person when school personnel can be properly instructed on the notification process. When the child is located, the investigating officer shall notify the child's school and cause the immediate removal of the Emergency Notification Missing or Abducted Child Alert Form from the school attendance record;

**Note:** Pursuant to CEC 49068.6(a), the school is required to notify the reporting law enforcement agency when they receive a record inquiry or request from any person or entity for the missing child.

- \* Contact the reporting party to determine if further investigation is warranted;
- \* Ensure that the missing person information is removed from NCIC when a disposition is made on the missing child investigation;
- \* In cases where the Department of Justice (DOJ) has been notified of the missing child investigation and a disposition is made, DOJ shall be advised of the disposition within 24 hours; and,
- \* The Emergency School Notification Missing or Abducted Child Alert Form, shall be maintained in the Detective

Case Package.

**II. EMERGENCY SCHOOL NOTIFICATION MISSING OR ABDUCTED CHILD ALERT FORM, FORM 09.29.00 - ACTIVATED.** The use of the Emergency School Notification Missing or Abducted Child Alert Form does not change the current procedures for complying with CEC 49068.6(a).

**A. Use of Forms.** This form shall be completed within ten days of the child's first reported disappearance and a copy shall be provided to the missing child's school.

**B. Completion.** Completion of this form is self-explanatory.

**C. Distribution.**

1 - Original, Detective Case Package.

1 - Copy, Juvenile Division.

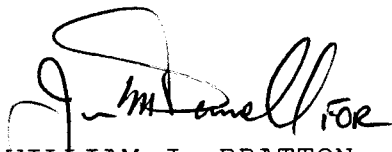
1 - Copy, missing child's school.

**3 - TOTAL**

**FORM AVAILABILITY:** The Emergency School Notification Missing or Abducted Child Alert Form, will be available in LAPD Forms on the Department's Local Area Network (LAN).

**AMENDMENTS:** This Order amends Section 4/712.10 and adds Section 5/09.29.00 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

DISTRIBUTION "A"

# Los Angeles Police Department EMERGENCY SCHOOL NOTIFICATION MISSING OR ABDUCTED CHILD ALERT

Date of notification \_\_\_\_\_

This is a notice to the school administration of (School Name) \_\_\_\_\_

Name of missing / abducted child: \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_

**What to do if anyone (who is not law enforcement) contacts the school regarding this child:**

- ★ Do not release any information or records until told to do so by the investigating law enforcement agency.
- ★ Do not tell the requesting party of this notification.
- ★ Notify the investigating law enforcement agency immediately if this student is located, or if anyone calls asking for information, or requests the transfer of school records.
- ★ Contact the below listed investigator who will instruct your school official what to do.

## Los Angeles Police Department Contact Information

The employee assigned the case is \_\_\_\_\_ Serial No. \_\_\_\_\_

The phone number to contact the investigator is \_\_\_\_\_

The report number on this case is \_\_\_\_\_ Date of missing / abduction \_\_\_\_\_

- ★ If the employee is not available, ask for any Detective Supervisor.
- ★ In you are unable to make personal contact with the assigned employee in this matter, immediately contact the Detective Watch Commander or the Patrol Watch Commander and reference this notification sheet. The phone numbers are:

Detective Watch Commander \_\_\_\_\_

Patrol Watch Commander \_\_\_\_\_

- ★ If the child is found during off-hours, or no one answers the phone number listed above, call 911 and provide the information above.

## Photograph

Attached to this form may or may not be a photograph of the missing child. Additionally, take into consideration the child's age when the photograph was taken. Many times the actual school yearbook photograph may be more current.

☐ Photograph not provided by reporting party.

California Educational Code 49068.6 (a), which was added in January 2001, requires all law enforcement agencies to notify the child's school of attendance, in writing, when a child is reported missing or abducted. The code requires the school to place the notification letter in the front of the student's school/attendance record.

**Emergency School Notification Missing or Abducted Child Alert, Form 09.29.00 has two purposes:**

1. In many cases, young children in elementary school fall victim to parental abduction, or other related serious victimization/kidnapping. When this occurs, the abductor will have to request the previous school records in order to enroll the child into a new school. By having this form in the front of the child's school/attendance record causes the school to be made aware of situation, and allows law enforcement authorities to be notified immediately, potentially aiding in the recovery of the child.
2. The second purpose involves cases where a child runs away and returns to school not notifying their parent.

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**EDUCATION CODE SECTIONS**

**49068.5: Enrollment or transfer of pupils; examination of missing children's bulletins by school officials**

Upon the initial enrollment of a pupil in a public or private elementary school; or whenever an elementary school pupil (a) transfers from one school district to another, (b) transfers to an elementary school within the same district, (c) transfers from one private elementary school to another, (d) transfers from a private elementary school to a public elementary school, or (e) transfers from a public elementary school to a private elementary school, the principal of the school that the child enters or to which he or she transfers **is urged to check to see if the child resembles a child listed as missing by the bulletins provided by the Department of Justice pursuant to Section 14201 of the Penal Code.**

**49068.6: Missing children; notice; posting on school record**

(a) Any law enforcement agency responsible for the investigation of a missing child shall inform the school district, other local educational agency, or private school, in which the child is enrolled, that the child is missing. The notice shall be in writing, shall include a photograph of the child if a photograph is available, and shall be given within 10 days of the child's disappearance.

(b) Every school notified pursuant to this section shall place a notice that the child has been reported missing on the front of each missing child's school record. For public schools this shall be in addition to the posting requirements set forth in Section 38139.

(c) Local law enforcement agencies may establish a process for informing local schools about abducted children pursuant to this section.

(d) If a school receives a record inquiry or request from any person or entity for a missing child about whom the school has been notified pursuant to this section, the school shall immediately notify the law enforcement authorities who informed the school of the missing child's status.